



**Tennessee Department of Environment and Conservation**  
**Cedars of Lebanon State Park Manager 2**  
**Division of Tennessee State Parks, Bureau of Parks and Conservation**  
**Annual Salary Range: : \$41,976.00-\$67,176.00**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards
- Protecting and improving the quality of Tennessee's land, air, and water
- Managing Tennessee State Parks system and 82 State Natural Areas

TDEC has 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions. The department offers a program of grants and loans to assist local communities with the development and maintenance of drinking water and wastewater infrastructure as well as solid waste disposal, waste prevention, plus programs for recycling and local enforcement; and promoting sustainable practices by individuals, communities and organizations.

**Summary & Distinguishing Features**

The Cedars of Lebanon State Park Manager is an Executive Service position and part of the Department's Park and Conservation Management team. The Cedars of Lebanon State Park Manager reports to the West TN Park Area Manager. The most important duty of this position is to ensure that the mission of Tennessee State Parks is achieved and implemented at Cedars of Lebanon State Park, while working within the established policies and procedures that direct the operation of the Tennessee State Parks system.

**Duties and Responsibilities**

Cedars of Lebanon Park Manager's primary responsibilities include:

- Oversight of 900 acres that includes a unique natural ecosystem that is habitat for nineteen rare and endangered species of plants that are found nowhere else in the world.
- Management of rental cabin operations, 147 campsites, 80 person group lodge, two meeting facilities, 11 picnic shelters, eight miles of hiking trails, disc golf course, and oversight of a concessionaire horse riding operation,
- Participate in community outreach programs and partner with local businesses and area officials to promote the park and impact economic development.
- Participate in the implementation and coordination of policies and methods for park operations. Study, review and enforce state policy and guidelines at the park level.
- Hire, develop, evaluate, and manage efforts of 30+ full and part-time park staff to support the mission of Tennessee State Parks.

- Study and evaluate park operations and makes recommendations/decisions on measures of accountability, and provide for evaluation of quality and feasibility of operations and programs.

**Additional Skills/Responsibilities include:**

- Assist the park with interpretive programming goals, marketing and promotional activities, special event coordination and facilities/maintenance management.
- Develop and direct efforts of park staff so that they can best carry out the mission of Tennessee State Parks.
- Establish performance measures for operations and programs that allow for effective measures of accountability, and provide for evaluation of quality and feasibility of operations and programs.
- Administration of an annual operating budget of \$1,200,00.00 and projected revenues in excess of \$400,000.
- Plans, organizes and directs park operations and services as it relates to the mission of TN State Parks.

**Candidates should also be able to demonstrate success in the following areas:**

- Proven strategic leadership skills – able to influence and motivate others to achieve quality results in an effective and efficient manner.
- Demonstrates a results-oriented and problem solving mentality with a strategic focus.
- Committed to outstanding customer service.
- Competent at leading high performance teams. Able to influence and motivate others to achieve goals of the park. Experienced as a coach and mentor for a team with diverse levels of expertise.
- Exhibits strong interpersonal skills with people at all levels within an organization, the public, state and local officials, and external stakeholders.

**Qualifications**

Qualified candidates should possess a Bachelor's degree in Natural Resource – Based Management (Natural Resources, Forestry, Wildlife Biology, etc.), Parks and Recreation Management or related field and have 5+ years' natural resource and /or parks and recreation management experience. Professional park law enforcement, park management, or park interpretive work may substitute for the required education on a year-for-year-basis to a maximum of four years. Basic qualifications also include continued education and certifications in Natural Resource Management, Parks and Recreation Management and Leadership Development.

It is also desired that the candidate be a State Commissioned Officer recognized by the Tennessee Law Enforcement Training Academy, or is willing to become commissioned.

**All interested candidates should submit a resume and cover letter to Beth Smith at TDEC.Careers@tn.gov.** The position will be posted until January 30<sup>th</sup>, 2015. Questions can be addressed to Beth Smith at (615) 253-5907 or TDEC.Careers@tn.gov.

**Beth Smith, Director, Office of Talent Management** Tennessee Department of Environment and Conservation  
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TDEC is an AA/EEO/ADA employer.